

# Hunting/Shooting Education Volunteer Instructor Time Record

Nebraska Game and Parks Commission, Hunter Education Programs, P.O. Box 30370, Lincoln, NE 68503-0370

**Federal grant reporting requires all CERTIFIED instructors who assist with Hunter Education to record and submit their volunteer hours with a signature. Instructors will not receive credit for teaching if a signed timesheet is not submitted.**

## INSTRUCTIONS

1. Check the appropriate box below for the type of event.
2. Fill in the blanks with the requested information (if applicable).
3. Each volunteer must enter their hours and sign the form.
  - a. Enter the date and number of volunteer hours to the **nearest whole hour** for each hour type.

### Definitions

**Preparation Hours:** any time spent setting up, preparing or needed follow-up for the activity/event.

**Teaching Hours:** the time spent during the activity/event/class where participants are present and learning.

**Range Hours:** Any time spent on a range teaching shooting skills.

**Travel Hours:** Any time spent traveling to and from workshops, classes or events.

EVENT TYPE:

Bowhunter Ed.

Firearm Hunter Ed.

Hunt Safe Session

Combo Firearm/Bowhunter Ed.

Mentor Hunt

NASP Event

Outdoor Discovery/Expo

Shooting Event

Learn to Hunt Workshop

Hunt/Shoot Camp

Other: \_\_\_\_\_

County of Event: \_\_\_\_\_ Activity/Program Scheduled Session Date(s): \_\_\_\_\_

Class ID# (Hunter/Bow/Hunt Safe Session): \_\_\_\_\_ Total Volunteer Hours: \_\_\_\_\_

| Volunteer Names | Date(s) | Preparation Hours | Range Hours | Travel Hours | Teaching Hours | Signature |
|-----------------|---------|-------------------|-------------|--------------|----------------|-----------|
| Name:           |         |                   |             |              |                |           |
|                 |         |                   |             |              |                |           |
|                 |         |                   |             |              |                |           |
|                 |         |                   |             |              |                |           |
| Subtotal        | -       |                   |             |              |                | Total     |
| Name:           |         |                   |             |              |                |           |
|                 |         |                   |             |              |                |           |
|                 |         |                   |             |              |                |           |
|                 |         |                   |             |              |                |           |
| Subtotal        | -       |                   |             |              |                | Total     |
| Name:           |         |                   |             |              |                |           |
|                 |         |                   |             |              |                |           |
|                 |         |                   |             |              |                |           |
|                 |         |                   |             |              |                |           |
| Subtotal        | -       |                   |             |              |                | Total     |
| Name:           |         |                   |             |              |                |           |
|                 |         |                   |             |              |                |           |
|                 |         |                   |             |              |                |           |
|                 |         |                   |             |              |                |           |
| Subtotal        | -       |                   |             |              |                | Total     |
| Name:           |         |                   |             |              |                |           |
|                 |         |                   |             |              |                |           |
|                 |         |                   |             |              |                |           |
|                 |         |                   |             |              |                |           |
| Subtotal        | -       |                   |             |              |                | Total     |

| Volunteer Names | Date(s) | Preparation Hours | Range Hours | Travel Hours | Teaching Hours | Signature    |
|-----------------|---------|-------------------|-------------|--------------|----------------|--------------|
| Name:           |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
| <b>Subtotal</b> | -       |                   |             |              |                | <b>Total</b> |
| Name:           |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
| <b>Subtotal</b> | -       |                   |             |              |                | <b>Total</b> |
| Name:           |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
| <b>Subtotal</b> | -       |                   |             |              |                | <b>Total</b> |
| Name:           |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
| <b>Subtotal</b> | -       |                   |             |              |                | <b>Total</b> |
| Name:           |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
| <b>Subtotal</b> | -       |                   |             |              |                | <b>Total</b> |
| Name:           |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
| <b>Subtotal</b> | -       |                   |             |              |                | <b>Total</b> |
| Name:           |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
|                 |         |                   |             |              |                |              |
| <b>Subtotal</b> | -       |                   |             |              |                | <b>Total</b> |

**Mail Completed Time Record to:**

Nebraska Game and Parks Commission, Hunter Education Programs, P.O. Box 30370, Lincoln, NE 68503-0370